

**PROPOSAL TO LEASE SPACE****Section I - Description of Premises**

Building Name and Address:

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Building Description:

Number of Floors \_\_\_\_\_

Total Rentable Square Feet \_\_\_\_\_

Local Measurement Method \_\_\_\_\_

**Section II - Space Offered, Initial Lease and Renewal Rental Rates****OFFICE**

Floor	Rentable Square Feet	Common Area Factor*	Full (F)/ Partial (P) Floor	Initial Term, Annual Rate per Sq.Ft.	Renewal Term, Annual Rate per Sq.Ft.
Total					

**STORAGE**

Total					

**SPECIAL**

Total					

\* Common Area Factor applicable for share of common areas if included in rentable Square Feet

**PARKING**

Number of spaces for building under control of Offeror		Number of parking spaces furnished for use by Government employees		If parking spaces are provided because of local law or regulation, and no charge for parking is intended, MARK HERE _____	If there is a charge for Government employee parking, show amount that will be charged for each parking space: \$ _____
<u>Inside</u>	<u>Outside</u>	<u>Inside</u>	<u>Outside</u>		
#	#	#	#		

Total Rentable Square Feet Offered \_\_\_\_\_ Overtime Rate/Hour \_\_\_\_\_

Composite Rate Per Square Foot \_\_\_\_\_ Total Annual Rent \_\_\_\_\_

SERVICES AND UTILITIES INCLUDED IN RENT \_\_\_\_\_ Full \_\_\_\_\_ Partial (list those excluded below)

**Section III - Lease Terms****Initial Lease**

Initial Term: Rate \_\_\_\_\_ Term Length \_\_\_\_\_

Offer **GOOD** Until \_\_\_\_\_

Number of Days Notice to Terminate Lease \_\_\_\_\_

Number of Days Notice to Renew Lease \_\_\_\_\_

Space to be delivered within \_\_\_\_\_ calendar days from award.

**Renewal Options**

Renewal Periods: Rate \_\_\_\_\_ Term Length \_\_\_\_\_ No. of Renewal Options \_\_\_\_\_

**List of Attachments**

- Floor plans for floors offered (including proposed corridor pattern for typical full and/or partial floor and any other information to demonstrate that they are within the BOMA Usable range)
- General Clauses
- Representations and Certifications
- Lessor's Annual Cost Statement, GSA Form 1217

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Section IV - Owner Identification and Certifications**

Recorded Owner Name and Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner Operates as

\_\_\_\_\_ Individual

\_\_\_\_\_ Partnership

\_\_\_\_\_ Corporation

Taxpayer Identification Number

\_\_\_\_\_

Offeror Name and Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Offeror's Interest in Property

\_\_\_\_\_ Owner

\_\_\_\_\_ Agent

\_\_\_\_\_ Other (Specify)

The Offeror agrees upon acceptance of this proposal by the herein specified date, to lease to the United States of America, the premises described, upon the terms and conditions as specified herein, in full compliance with and acceptance of the aforementioned Solicitation, with attachments.

Offeror Signature

Title

Date